

~~Security Information~~

5 June 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Additional Space for Records Center

1. PROBLEM.--Expansion and relocation of CIA Records Center.

2. ASSUMPTIONS.--

a. Agency records will continue to be created at the rate of approximately 20,000 cu. ft. per year and be transferred to the Records Center at the rate of 8,000 cu. ft. per year.

b. The CIA Records Center can receive any Agency records provided adequate security protection exists.

c. A CIA Records Center will ultimately be constructed as soon as greater need may be proven and as recommended in my memorandum of 29 December 1952 to Deputy Director (Administration). (Attached as Appendix A.)

d. The recommendations for expansion and relocation of the CIA Records Center contained herein are temporary expedients necessitated by the decision to forego new construction at this time.

e. The justification for the operation and expansion of a Records Center has been established in the memorandum cited in c. above.

3. FACTS BEARING ON THE PROBLEM.--

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a. The existing Agency Records Center, located at [REDACTED] is nearly filled to capacity. By accepting only material which originating offices have to move, we hope to continue to operate through the summer months. To do this, however, it will be necessary to store an additional large amount of material in space where it cannot be properly serviced. As soon as we can offer the improved facility for transfer of inactive material to an enlarged Records Center, a considerable volume will undoubtedly be moved within a comparatively short period of time. The recent training program on Records Management has created, in most areas, an interest in the retirement of inactive records.

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b. The approximate initial cost of renovation necessary for providing a Records Center of 20,000 sq. ft. in the Agency-owned warehouse at [REDACTED] has been estimated at \$95,800. (See Appendix B.) Annual rent for the leased land is estimated at \$6,000.

c. The [REDACTED] Warehouse Building can be made reasonably fireproof. The attached letter dated 21 April 1953 from Public Buildings Service (Appendix C) indicates the requirements to reduce the fire hazard in this building. The entire roof of the building and roof trusses are made of wood which will represent a element of risk which is believed to be minor after the alterations recommended by Public Buildings Service are made.

d. Plans for the proposed Records Center provide for the storage of all records including Top Secret classification.

e. Approximately 37,940 cu. ft. of records can be stored in the proposed Center at Rosslyn. This volume is the equivalent of 4,742 legal size, 4-drawer safe cabinets, with a replacement value of \$1,114,370. (4,742 cabinets x \$235 per unit - \$1,114,370.)

4. DISCUSSION.--The need for a CIA Records Center, I believe, was established in my memorandum of 29 December 1952, concerning the expansion of the Center and recommending the construction of a suitable installation at the [REDACTED]. In accordance with your subsequent request that we consider existing facilities before authorizing new construction, a search was conducted for suitable space available in the Metropolitan area. Of the buildings that were examined, we considered only a warehouse at [REDACTED] and one in [REDACTED] suitable from the standpoint of availability, size and construction. The better choice of these two buildings appears to be the [REDACTED] Warehouse at [REDACTED] which was recommended in my memorandum to you dated 16 March 1953. This building has 20,000 sq. ft. of space on one level and the lay-out of the building is such that it can readily be converted to a suitable Records Center.

Some internal renovation will be necessary including construction of a masonry vault for Top Secret records and the installation of toilets, lights, expanded metal partitions and fencing. These renovations are estimated to cost \$95,800. However, with records being transferred to the proposed Records Center at the rate of 1,000 cabinets annually (8,000 cu. ft. of records) and with each cabinet having a replacement value of \$235, savings of \$140,000 would be realized in the first year of operation and \$235,000 in each year thereafter. This would represent a saving of \$845,000 in four years of operation.

Although a savings of \$845,000 would be effected in the first four years of operation, the proposed Center would probably be filled to capacity because the volume of records that could be disposed of during this period (i.e. from the center) would probably not be great enough to release any significant space. Therefore, it is estimated that the proposed [REDACTED] Records Center will not meet needs for more than a four year period, and since the renovation cost is estimated at 38% of the cost of new construction, it is felt that further consideration should be given to a new center at the previously estimated cost of \$250,000.

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5. If you feel that the Agency can undertake the risk of utilizing the [REDACTED] Warehouse and leasing arrangements can be worked out, it is recommended that this be used as an interim Record Center until more experience data can be compiled, at which time we would favor construction at the [REDACTED]

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Chief, General Services

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